



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RETIREMENT INVESTMENT SPECIALIST II

Job Number: 21001312

Job Code: 94020V160901

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 09/01/2016

Job Revised:

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs technical investment and accounting functions pertaining to the investment program in a state retirement system; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in accounting, finance, statistics, economics, or a business related field.

EXPERIENCE:

Must have one year of accounting or investment related experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Professional experience with a large scale investment program, trust department, brokerage firm or related area will substitute for the required education on the basis of one year of experience for two years of the required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates/reviews reconciliations of monthly, quarterly, and annual reports generated by custodial bank and investment managers. Prepares purchase and sales transactions for investments as received. Reviews confirmations on trade report to determine accuracy and affirms. Contacts broker in the case of a confirmation error in order to correct information. Reviews cash projection report to determine that transactions are correct. Assists in the preparation of pre-determined totals for verification of monthly reports. Assists in the reconciliation of monthly investment reports to pre-determined totals. Generates documents used by accounting for General Ledger postings. Assists in reconciling schedule of assets from custodial bank to the portfolio. Assists in the preparation of journal vouchers. Prepares and reviews journal entries for General Ledger posting. Assists in the balancing and reconciliation of the investment portfolio to the General Ledger. Participates in Due Diligence process. Prepares and processes mortgage payoffs and monthly remittances. Assists in preparation of investment reports and spreadsheets as required. Works with external auditors in annual audit of investments operations. Maintains monthly purchase and sale transactions folders and related documentation. Performs internal control procedures for the auditing of all investment transactions. Reconciles banking system monthly. Retrieves daily custodial bank reports and prepares cash available projections for short term investment. Prepares daily cash statements for fund availability and investment analysis. Prepares monthly statements for cash flow projections.

UNIQUE PHYSICAL REQUIREMENTS:

NONE

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Some travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.